

*Statistics*  
*Rec mgt 9-3-1*

An average drawer of administrative correspondence contains 75 folders or 300 for a 4 drawer safe

	<u>1</u>	<u>300</u>
Standard Folders no fasteners	.025"	7.5"
Standard Folder 1 fastener	.055	16.5"
Pressboard folder no fastener	.085	25.5"
" " 1 fastener	.180	54.0"
" " 2 fastener	.275	82.5"

Using standard folders with no fasteners, an average of 300 folders of correspondence records can be put in one 4 dr. cabinet

- a. Using a similar folder with a fastener 1 cab. / 1/3 dr.
- b. Using pressboard folders 1 cab. / 3/4 dr.
- c. " " " with one fastener 1 cab. / 2 dr.
- d. " " " with two " 1 cab. / 3 dr.

6 drs of material held with pressboard folders and one fastener can be put in 4 dr. with standard ~~XXXXX~~ folder and no fasteners.